

Statement of Work Checklist

<u>1.0 INTRODUCTION</u>	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
1. Does the introduction provide a quick reference to what you are procuring?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the introductory information readily distinguishable from the background and scope sections?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have work requirements or information that is contained in other sections of the SOW been removed?	<input type="checkbox"/>	<input type="checkbox"/>	
<u>2.0 BACKGROUND</u>			
4. Does this section summarize historical information which is necessary to understand the current requirement? That is, will the offeror understand how and/or why the requirement evolved and where this requirement is headed, if appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is the background information readily distinguishable from the introduction and scope sections?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are the facts accurate?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Have you eliminated all directions to the contractor to perform tasks, specifications of reporting requirements, or a description of deliverable products from this section?	<input type="checkbox"/>	<input type="checkbox"/>	
<u>3.0 SCOPE</u>			
8. Will the reader understand the magnitude of the requirement and have a basic understanding of the requirement?	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
9. Is the scope readily distinguishable from the introduction and background sections?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is the scope consistent with the tasks or activities specified, and with the end result to be obtained?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Does this section emphasize the most important aspects (i.e., an overview) of the technical requirements rather than minor details?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Have all directions to the contractor to perform tasks, specifications of reporting requirements or a description of deliverable products been eliminated from this section?	<input type="checkbox"/>	<input type="checkbox"/>	

4.0 APPLICABLE DOCUMENTS

13. Is the applicable document properly cited?	<input type="checkbox"/>	<input type="checkbox"/>	
14. If only portions of the document apply, have you clearly stated which portions apply?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is the document really pertinent to the task?	<input type="checkbox"/>	<input type="checkbox"/>	
16. Do any standard specifications or paragraphs apply in whole or in part? If so, are they properly cited?	<input type="checkbox"/>	<input type="checkbox"/>	

5.0 TECHNICAL REQUIREMENTS

17. Are the contractor's responsibilities readily distinguishable from the introduction, scope, and background sections?	<input type="checkbox"/>	<input type="checkbox"/>	
18. Does the SOW identify only minimum requirements? That is, have "nice to have's" been eliminated?	<input type="checkbox"/>	<input type="checkbox"/>	
19. Are the tasks (i.e., major and sub-tasks) in the SOW presented in chronological order or some logical order?	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
20. Is the SOW specific enough to permit you to estimate the probable cost and the proposer to determine the levels of expertise, manpower and other resources needed to accomplish the tasks?	<input type="checkbox"/>	<input type="checkbox"/>	
21. Are sentences written so that there is no question of whether the contractor is obligated to perform specific tasks? (e.g., "the contractor shall do this work," not "this work shall be required" - active vs. passive voice).	<input type="checkbox"/>	<input type="checkbox"/>	
22. Are contractor responsibilities stated in such a way that he/she knows what is required and the government can tell whether the contractor has complied?	<input type="checkbox"/>	<input type="checkbox"/>	
23. Are the performance standards or acceptance criteria:			
a. necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
b. realistic?	<input type="checkbox"/>	<input type="checkbox"/>	
c. specific?	<input type="checkbox"/>	<input type="checkbox"/>	
d. verifiable?	<input type="checkbox"/>	<input type="checkbox"/>	
e. objective?	<input type="checkbox"/>	<input type="checkbox"/>	
f. measurable?	<input type="checkbox"/>	<input type="checkbox"/>	
24. Have all elements of quality assurance been for the life of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	
25. Does the SOW identify the title of data or other deliverables in parenthesis after the task which generated the data?	<input type="checkbox"/>	<input type="checkbox"/>	
26. If the SOW orders data/reports, have all descriptions of that data (e.g., format and content) been provided?	<input type="checkbox"/>	<input type="checkbox"/>	
27. Have all proposal preparation instructions, evaluation criteria and references to "the proposer shall" been deleted?	<input type="checkbox"/>	<input type="checkbox"/>	
28. Does the SOW establish a delivery schedule? (Please note the SOW should not establish a			

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
delivery schedule but may include, for clarity, significant milestones. The contract will establish a delivery schedule or period of performance.)	<input type="checkbox"/>	<input type="checkbox"/>	
29. Have all points of control or decision points, if applicable, been included?	<input type="checkbox"/>	<input type="checkbox"/>	
30. Does the SOW require the contractor to get permission from or provide something to someone other than the contract administrator? If so, have specific authorizations and instructions been provided to avoid contractual problems?	<input type="checkbox"/>	<input type="checkbox"/>	
31. If elapsed time is used, does it specify either calendar days or work days?	<input type="checkbox"/>	<input type="checkbox"/>	

GENERAL

32. Has extraneous information been eliminated? (Ask the following questions to determine whether material should be included: Does it tell what the contractor is responsible for? Is it necessary in order for LANL to obtain the required results?)	<input type="checkbox"/>	<input type="checkbox"/>	
33. If this SOW is for commercial services, have requirements been adequately identified so that they may be acquired on an other than cost-reimbursable basis?	<input type="checkbox"/>	<input type="checkbox"/>	
34. Do the SOW requirements create an organizational conflict of interest (OCI)?	<input type="checkbox"/>	<input type="checkbox"/>	
a Will the contractor (i.e., an offeror) be placed in position where it cannot provide impartial advice and assistance? <i>For example</i> , does the SOW require the contractor to review its own work?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Will the contractor (i.e., an offeror) receive an unfair competitive advantage on this acquisition or future acquisitions based on its performance under past or present acquisitions? <i>For example</i> , have you drafted requirements whereby the contractor			

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
will prepare a SOW which will subsequently be competitively procured?	<input type="checkbox"/>	<input type="checkbox"/>	
35. Is more than one interpretation (throughout the SOW) impossible?	<input type="checkbox"/>	<input type="checkbox"/>	
36. Has the SOW been checked for grammatical usage?	<input type="checkbox"/>	<input type="checkbox"/>	
37. Has the SOW been spell checked?	<input type="checkbox"/>	<input type="checkbox"/>	

Note: If government-furnished property (GFP) will be provided, the nomenclature, quantity, estimated value, serial number (if appropriate), the location and date of delivery to the contractor should be stated in the procurement request package.